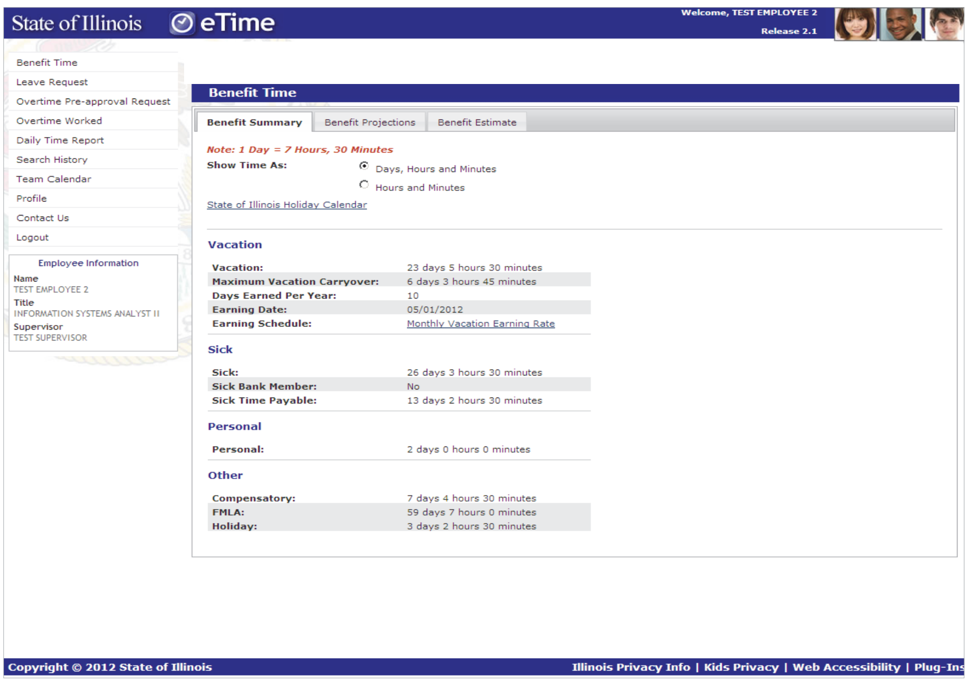
BCCS eTime - appsecure.illinois.gov/etime

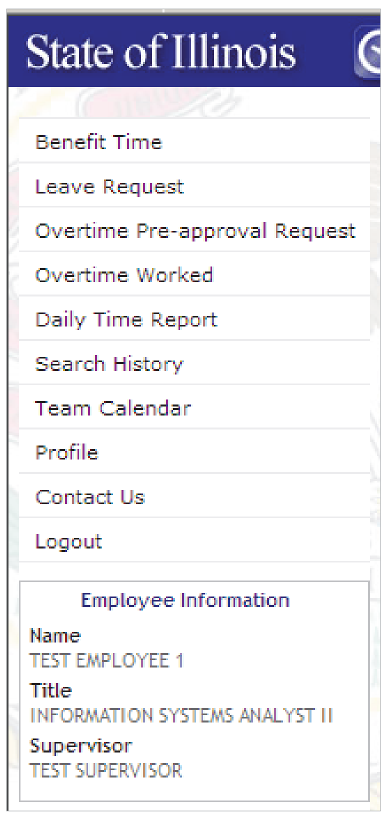
Quick Reference Guide

BCCS
Keeping You Connected

The eTime Screen - Employee View



Navigation Fundamentals



Benefit Time – Summary and projection of an employee's earned benefit time. Reflects current balance of available benefit time, maximum vacation carryover, payable sick time (if applicable), FMLA balances (if applicable), and sick bank membership. Benefit Time can be displayed in days or hours.

Leave Request – Request authorization for absence from work. Also contains Leave Request history. Requests older than 3 months can be accessed through the Search History screen.

***Overtime Pre-Approval Request** – Request authorization for Overtime Pre-Approval. Also contains Overtime Pre-Approval Request History. Requests older than 3 months can be accessed the Search History Screen.

Overtime Worked – Enter actual hours of overtime worked. Also contains overtime request history. Requests older than 3 months can be accessed through the Search History Screen.

***Daily Time Report** – A reflection of your daily/weekly time spent on official business. Reports older than 3 months can be accessed through the Search History Screen.

Search History – Historical eTime transactions. eTime maintains historical information up to seven years.

***Team Calendar** – A view of scheduled time off in a team calendar. (A team consists of employees within your work unit).

Profile – Contains personal settings that apply to each employee (name, title, supervisor, team, work schedule, lunch hour, email address).

Contact Us – Contact information for business rule questions or how to advice.

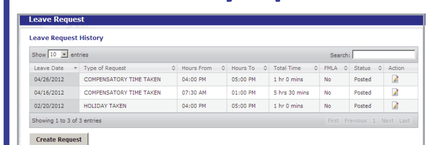
* Optional functions (availability based on agency business and operational requirements)

eTime

eTime is a Graphical User Interface (GUI) component that works in conjunction with the Central Time and Attendance System (CTAS) application. eTime empowers employees to manage and account for their time and attendance records. The interface enables timekeepers, managers, and employees to better collect, submit for approval, and track time and attendance information in a consistent and automated format.

eTime provides a secure and centralized storage of time and attendance records. eTime eases the complexity of entering and maintaining time and attendance information for employees. Embedded formulas and calculations eliminate the necessity for employees, managers and timekeepers to spend an excessive amount of time each pay period reconciling attendance records.

Search History Options



Users may sort leave requests, overtime pre-approval requests, overtime reports, and daily time reports in any order. Click on the column to sort. Click on the same column again and it will reverse the order.

Sort multiple columns by holding down the shift key while clicking on the next column(s).

Action Icon

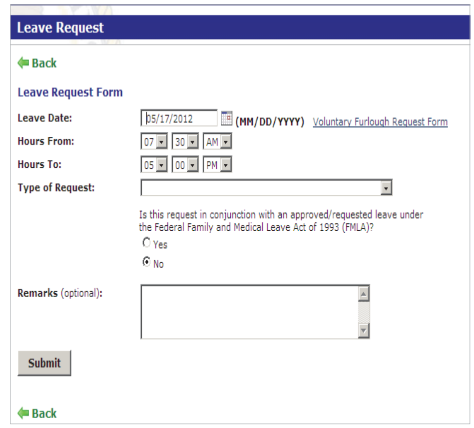
The Action Icon enables employees to edit with the option to cancel any request.

eTime Assistance

All timekeeping related matters and questions should be directed to the designated timekeeper for your work unit or your supervisor.

eTime **LOGIN ISSUES** should be directed to the Customer Service Center (CSC) by calling 217.524.4784 or 1.800.366.8768

Create A Leave Request



1. Click on **"Leave Request"** from the left navigation menu.
2. Select "Create Request" located at the bottom of the **"Leave Request"** history screen.
3. **Leave Date:** Enter the date of the leave by inputting the date (mm/dd/yyyy) or by using the calendar date finder. **NOTE:** A leave request must be submitted for each leave time occurrence.
4. **Hours From & To:** Enter the hours by selecting the drop down hour list or you can manually input the appropriate hours. **NOTE:** Verify that AM or PM has been selected appropriately.
5. **Type of Request:** From the drop down menu list, choose the appropriate type of time to be used. **NOTE:** Mark "Yes" if the leave request is used in conjunction with approved FMLA, comments are optional.
6. **Remarks:** This field is "Optional" and can be used for employee comments.
7. Click **"Submit"** and the Leave Request will be sent to your supervisor for approval.

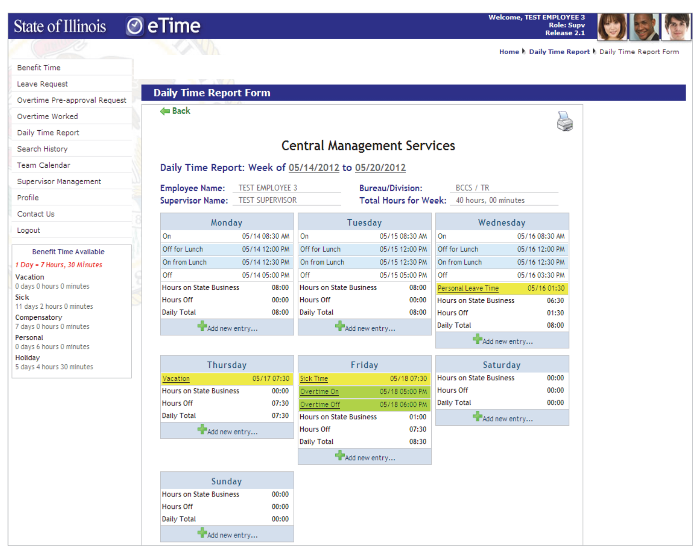
Create An Overtime Pre-Approval Request

1. Click on **"Overtime Pre-Approval Request"** from the left navigation menu.
2. The **"Overtime Pre-Approval Request"** screen will be displayed.
3. Select **"Create Request"** located at the bottom of the screen.
4. **Overtime Date:** Enter the pay period month of the anticipated overtime by inputting the date (mm/yyyy) or by using the calendar date finder.
5. **Pay Period:** Use the drop down menu list and select the appropriate pay period (a or b).
6. **Estimated Hours:** Input the number of estimated hours you are requesting for the pay period.
7. **Reason:** Indicate why you are requesting pre-approval for anticipated overtime. Be as specific as possible.
8. Click **"Submit"** and the Overtime Pre-Approval Request will be sent to your supervisor for approval.

Create An Overtime Request

1. Click on "Overtime Worked" from the left navigation menu.
2. The **"Overtime Worked"** screen will be displayed.
3. Click **"Create Report"**.
4. **Date Worked:** Enter the date of the overtime by inputting the date (mm/dd/yyyy) or by using the calendar date finder.
5. **Start & End Time:** Enter the start/end time (hours and minutes to the nearest quarter hour). Verify that AM and PM has been selected appropriately.
6. **Location:** Use the drop down menu list for proper selection.
7. **Type:** Use the drop down menu list for proper selection.
8. **Pay Method:** Use the drop down menu list for proper selection.
9. **Reason:** Indicate reason for overtime. Be as specific as possible.
10. **EPMO PIN or Remedy ID:** Optional field per supervisors discretion.
11. Click **"Submit"** and the Overtime Report will be sent to your supervisor for approval.

Daily Time Report Entries



1. Click on **"Daily Time Report"** from the left navigation menu.
2. The **"Daily Time Report History"** screen will be displayed.
3. Select the "**Action Icon"** for the appropriate begin date located on the right side of the screen.
4. The Daily Time Report for the selected week will appear on screen.
5. The Daily Time Report contains populated default entries for Start/End Times and Lunch Start/End Times. If necessary, modification to these default entries can be made on a daily basis by selecting the appropriate entry and adjusting the time. **NOTE:** Do not adjust on and off entries to accommodate for submitted leave and/or overtime requests. The system will automatically adjust on and off entries on the Daily Time Report once leave and overtime requests have been posted.
6. Click **"Submit Timesheet"** and the Daily Time Report will be sent to your supervisor for approval.
7. **Employee & Supervisor Comments:** Information pertaining to Daily Time Report for a particular week may be recorded in comments area. The comments area may also be used to communicate a message to the employee and/or supervisor upon submission of the timesheet. Comments can only be entered upon submission of the daily time report.